



Property Line Adjustments

Falls City Zoning and Development Ordinance 3.208

PURPOSE

The purpose of a Property Line Adjustment (PLA) is to relocate a common property line.

PROCESS

Submit an application for a PLA to City Staff, ensure it is entirely filled out and addresses the criteria for approval in the site plan, or in a narrative attached to the application. Non-discretionary reviews will be granted, or denied by the City Planner under a type I-A process, while reviews requiring discretion are granted, or denied by the Planning Commission under a type I-B process. All PLAs start out as non-discretionary reviews; you will be contacted and briefed on next steps if your application requires a planning commission review.

Application types and the related processes can be found in the Falls City Zoning and Development Ordinance (FCZDO) under sections 3.103 and 3.104.

CRITERIA FOR APPROVAL

Your application must address each of the following in sufficient detail for review. This may be accomplished on your site plan, and/or a narrative attached to the application.

1. The number of lots or parcels resulting from the adjustment is the same or less than the number of lots or parcels existing prior to the adjustment.
2. Following the adjustment, all lots and parcels must comply with lot or parcel size and dimensional standards of the applicable land use or zoning district. For nonconforming lots or parcels, the adjustment shall not increase the degree of nonconformity of the subject property or surrounding properties.
3. If there are existing structures on the lots or parcels, the adjustment may not result in a setback violation.
4. All lots or parcels having access to a public or private street before the adjustment must retain access to a public or private street after the adjustment.

**Note – A variance may be applied for if you cannot meet the criteria listed here. See variance informational for more.*

POST APPROVAL

If your PLA application is approved you will need to take the following steps to finalize it. Depending on how the original properties are legally described, the process for finalization differs.

1. Neither property is a lot or parcel in a recorded plat or subdivision
 - a. Hire a licensed surveyor to survey the properties, monument the new property line(s), and draft new legal descriptions for the modified parcels.
 - b. Submit the survey to City Hall for consistency check and approval.
 - c. Submit the survey to the County Surveyor's Office for review.
 - d. Complete any corrections to survey and legal descriptions as required by the County Surveyor or Land Use Planning.
 - e. File final mylar with the County Surveyor's Office.
 - f. Have deeds drawn up with the new legal description(s).
 - g. Take the approved deeds to the County's Assessment & Taxation Office for their review and approval.
 - h. File the deeds with the County Recorder.
 - i. Provide City Hall with proof of recording (email, mail, hand delivery).
2. One or More of the properties is a Lot or Parcel in a recorded plat or subdivision
 - a. Hire a licensed surveyor to survey and monument the properties, property lines, and draft a new partition plat including all affected properties.
 - b. Submit the partition plat to City Hall for consistency check and approval.
 - c. Submit the partition plat to the County Surveyor's Office for review.
 - d. Make any required changes from Land Use Planning or the County Surveyor.
 - e. Take the final plat to the County Assessor to pay uncollected taxes, then to the County Recorder to record the final plat.
 - f. Provide City Hall with proof of recording (email, mail, hand delivery).

The cost of a Property Line Adjustment is the greater of \$250 or actual cost.